Procedures for HAL Events ﻿

1. **Information will be posted on the PLV Middle School HAL calendar on the Wiki.**
2. **Information will also be found under the specific event on the Wiki.**
3. **Information and permission forms will be sent to all students who marked an event as one of their top two choices.**
4. **Parents will be asked to sign a permission form, acknowledging the participation of their child in an event and the specific requirements it entails.**
5. **The parent permission form is usually due to the HAL Facilitator one week prior to the event. Due to limited space, events are filled on a first come, first serve basis.**
6. **Students will be given a teacher form that must be completed and turned in by the deadline, before they can participate in the event.**
7. **If a student is unable to attend the event, notify the HAL Facilitator as soon as possible.**

**﻿** Nonidentified HAL students may sign up to participate in an event if it is not filled, and they can complete the project requirements.